

## Meeting Rooms

### Cultural Arts Center

4477 Black Avenue

Capacity: 49



### Senior Center Classroom

5353 Sunol Boulevard

Capacity: 50



### Senior Center Meeting Room

5353 Sunol Boulevard

Capacity: 25



### All Rooms:

- Available (limited on all days):  
Monday-Friday, 6:00pm-10:00pm  
Saturday, 10:00am-10:00pm  
Sunday, 10:00am-9:00pm
- 50 chairs (except the Senior Center Meeting room)
- Six, 8-ft. rectangular tables

### Also Available:

- LCD projector: \$75

## Facility and Picnic Rental Rates

### Rental Facilities

Senior Center – Main Hall (Capacity 320)				Veterans Memorial Building – Main Hall (Capacity 220)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/ Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/ Damage Deposit
Co-Sponsored	\$800	\$125	\$1,000	\$400	\$100	\$1,000
Resident	\$1,000	\$125	\$1,000	\$550	\$100	\$1,000
Non-Resident	\$1,500	\$250	\$1,000	\$650	\$125	\$1,000
Commercial	\$1,750	\$300	\$1,000	\$750	\$150	\$1,000
Rental Deposit of \$200 is due at time of contract				Rental Deposit of \$200 is due at time of contract		
Amador Recreation Center (Capacity 130 - 80 inside plus 50 outside)				Century House (Capacity 100 - 40 inside plus 60 outside)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/ Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/ Damage Deposit
Co-Sponsored	\$160	\$80	\$500	\$230	\$110	\$500
Resident	\$230	\$80	\$500	\$430	\$110	\$500
Non-Resident	\$380	\$100	\$500	\$580	\$125	\$500
Commercial	\$480	\$100	\$500	\$680	\$125	\$500
Rental Deposit of \$100 is due at time of contract				Rental Deposit of \$100 is due at time of contract		

**NOTE:** Liability Insurance is required for all rentals, and may be secured through Homeowner's Policy or the City of Pleasanton at renter's expense.

**NOTE:** Security Guard services must be secured at renter's expense for rentals where alcohol is served.

### Meeting Rooms

Cultural Arts Center (Capacity 49)				Senior Center Classroom (Capacity 50) Senior Center Meeting Room (Capacity 25)		
Group	2-hour Rate	Additional Hourly rate	Cleaning/Damage Deposit	2-Hour Rate	Additional Hourly Rate	Cleaning/Damage Deposit
Co-Sponsored	\$60	\$15	\$100	\$70	\$35	\$100
Resident	\$70	\$20	\$100	\$90	\$45	\$100
Non-Resident	\$80	\$25	\$100	\$110	\$55	\$100
Commercial	\$90	\$30	\$100	\$130	\$65	\$100

**NOTE:** Liability Insurance is required for all rentals, and may be secured through Homeowner's Policy or the City of Pleasanton at renter's expense.

### Picnic Areas

Amador Valley Community Park Sports and Recreation Community Park (Capacity 200)				Val Vista Community Park (Capacity 250)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/Damage Deposit
Co-Sponsored	\$50	\$30	\$100	\$90	\$30	\$100
Resident	\$100	\$30	\$100	\$120	\$30	\$100
Non-Resident	\$150	\$35	\$100	\$150	\$35	\$100
Commercial	\$200	\$35	\$100	\$200	\$35	\$100

**Co-Sponsored:** A local Non-Profit Organization that has partnered with the City of Pleasanton to provide an activity or service that benefits the Community that the City cannot provide.

**Resident:** Living within Pleasanton's Property Tax Limits

**Non-Resident:** Not living within Pleasanton's Property Tax Limits.

**Commercial:** Use of City facilities for business purposes.



## Meeting Room Reservation Procedure

1. **Call Office for Availability of Facility (925-931-5340)** - A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and if necessary, view the facility.
2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement.
3. **Cleaning Deposit** - A cleaning deposit is required for use of the facilities, and is due 30 days prior to use. The cleaning deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$50 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire Cleaning Deposit and may be charged for costs related to Police or Fire response due to public safety intervention.
4. **Rental Fee Balance** - All fees are due **30 days prior** to your scheduled use. Checks should be made payable to: City of Pleasanton. Cash, VISA and MasterCard are also accepted.
5. **Insurance Certificate** - Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through acceptable carriers. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$500,000. The Certificate shall name the City of Pleasanton as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application. Typically, homeowners insurance can be extended to cover such events. Additionally, the City has private insurance coverage available for purchase if needed.
6. **Additional Fees** - are required for specific uses and equipment. See facility descriptions for more details.
7. **Cancellation Policy** - All cancellations must be in writing, and received at least 30 days prior to the event. The Reservation Deposit will be forfeited. Reservations cancelled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Damage/cleaning deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.
8. **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.



## Meeting Room General Rules

**Advertising** - No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Director of Community Services.

**Air Conditioning/Heating** - The Department will provide a comfortable temperature in all buildings. Building will not maintain temperature with doors repeatedly opened or left standing open.

**Banners or Signs** - May not be hung on the exterior of the facility or on the grounds unless previously approved by the Director of Community Services. All signs must comply with the City Sign Ordinance.

**Clean Up** - You are responsible for clean-up and the condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear, and additional clean-up, if required. All renters must:

- Place filled garbage containers outside in designated area.
- Pick up litter inside and outside the facility and restrooms.
- Clean spills and debris from tables and chairs.
- Clean all spills, gum, and wax from floors or rugs.
- Return chairs and tables to the original setup in all rooms used during the rental.

**Exit Doors and Paths** - Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle, or exit door.

**Hand Cart/Dolly** - Must have large, clean rubber wheels, with all projecting edges protected.

**Inappropriate Uses** -

- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence or other unlawful means.
- Consecutive time use of more than three months at a time.

**Office Supplies/Equipment** - You must provide your own supplies (stapler, tape, scissors, etc) and equipment.

**Rental Time** - You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing 15 minutes for each). Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. Renters reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved but not used.

**Set-up** – Renter is responsible for set-up of meeting room and returning to original set-up.

**Smoking** - Is prohibited in buildings. Smoking is allowed at a reasonable distance from doorways and open windows.

**Storage** – Is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

**Tables/Chairs** - Do not slide tables across the floors. Do not stand, sit, or lie on tables.

**Vehicles**—Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.



# Meeting Room Rental Agreement

200 Old Bernal Ave. Pleasanton, CA 94566  
Mailing address: P.O. Box 520 Pleasanton, CA 94566  
Phone: 925-931-5340 Fax: 925-931-5477

Facility Booking  
Code:

## Meeting Room/ Date Information

(Check one): ☐ Cultural Arts Center (49) ☐ Senior Center: ☐ Classroom (50) ☐ Meeting Room (25)

Date(s)	Day of Week	Rental Start Time	Rental End Time	Meeting Start Time	Meeting End Time

## Renter Information

Name of Responsible Party: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

## Meeting Information

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_ Room Set Up Style: ☐ Classroom ☐ Meeting

Insurance provided by: ☐ Own Policy ☐ Organization/Company Policy ☐ Purchase from City of Pleasanton

## Hold Harmless and Compliance Agreement

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

Signature of Renter

Date

Organization

Initial \_\_\_\_\_ I have read the Meeting Room General Rules, and agree to, and will abide by those rules.

## Office Use Only

Meeting Date: \_\_\_\_\_ Facility Booking Code Number: \_\_\_\_\_

☐ City/PUSD ☐ A-Cosponsored ☐ B-Resident ☐ C-Non-Resident ☐ D-Commercial

Authorized Signature: \_\_\_\_\_ Approved/Denied

Meeting Room (2 hour rental)	\$ _____
Additional Hour Meeting Fee: _____ Hours at \$ _____/hr	\$ _____
Damage/Cleaning Deposit: (refundable)	\$ <u>100.00</u>
Insurance Fee:	\$ _____
Extra Fees: _____	\$ _____
Total	\$ _____

Special Notes \_\_\_\_\_

Description	Amount Paid	Account#	Date/Staff	Balance Due
Fee	\$ _____	<u>3701</u>	_____	\$ _____
Damage/Cleaning Deposit	\$ <u>100.00</u>	<u>3706</u>	_____	\$ _____
_____	_____	_____	_____	\$ _____

--